

## PROCEDURE REFERENCE

: FmHA Instruction 1965-C.

## PURPOSE

: Uniform method to contact borrowers who have delinquent real estate taxes.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
FARMERS HOME ADMINISTRATION  
(Location)

Date \_\_\_\_\_

(1)

(2)

Dear (3):

Tax records indicate you have not paid the real estate taxes which are delinquent on your property. Since your property serves as security for your Farmers Home Administration (FmHA) single family housing loan, these taxes must be paid now. If you have not paid the taxes by (30 days from the date of letter), FmHA will pay the taxes, charging the advance to your loan account, and your scheduled payments will be increased accordingly. We remind you that failure to pay taxes as they become due is a default under the terms of your loan. Please comply at once, and provide FmHA the receipt showing payment.

Sincerely,

County Supervisor

Variables

- (1) County Office address and phone number
- (2) Borrower name and address
- (3) Borrower name